United Nations ST/IC/2000/45

Secretariat

23 June 2000

Information circular*

To: Members of the staff at Headquarters

From: The Controller

Subject: **Registration of home or private mailing address for health insurance purposes**

1. As announced in a recent e-mail message to staff at Headquarters, an on-line address registration web site for staff members who are enrolled in the Headquarters medical and/or dental insurance plans has been launched at the following Intranet web site:

http://www3.un.org/Accounts/insurance/check-1.pl

2. The absence of a current home or other private mailing address in the insurance database, as is the case for many staff members, hampers efficient administration of the plans and creates considerable inconvenience for insurance subscribers who, as a result, may not receive medical and dental insurance-related mail (including reimbursement cheques) in a timely way. Moreover, without up-to-date home/mailing address information in the insurance database, it cannot be ensured that the insurance carriers (Aetna, Blue Cross, Cigna) will be able to mail plan description booklets and ID cards directly to subscribers.

3. Staff members who do not have access to a PC may register their addresses on-line at the offices of the Insurance, Claims and Compensation Section, room S-2765. A dedicated PC has been set up for this purpose. Although the regular hours for visiting the offices of the Section are from 3 to 5 p.m., access to the dedicated PC is available from 10 a.m. to 5 p.m. daily. Alternatively, the necessary information can be provided by completing the form on the reverse side of this page and transmitting it directly to the Insurance, Claims and Compensation Section for entry into the insurance database.

* Expiration date of the present information circular: 30 June 2001.

00-49871 (E) 270600

United Nations health insurance home or private mailing address

Registration form

Last name	
First name	*Middle name or initial*
Index number	*Birth date (Day/Month/Year)*
Address	
City	
State	*Zip code*